

**BY ORDER OF THE COMMANDER  
911 AIRLIFT WING**

**911 AIRLIFT WING INSTRUCTION 36-802**

**9 MAY 2012**



**Personnel**

**WING TELECOMMUTING POLICY  
GUIDANCE**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: 911 FSS/FSMPD

Certified by: 911 FSS/CC  
(Lt Col Lowell Bingham)

Pages: 10

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This instruction implements Air Force Policy Directive (AFPD) 36-26, Total Force Development. It complies with standards set forth by Air Force Instruction (AFI) 36-2254, Volume 1 Reserve Personnel Participation and Air Force Instruction (AFI) 36-2254, Volume 3, *Reserve Personnel Telecommuting/Advanced Distributed Learning (ADL) Guidelines*. It establishes the policy and guidelines for the use of telecommuting by 911 Airlift Wing personnel. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) AFMAN 33-363, Management of Records, and disposed of IAW the Air Force Records Disposition Schedule (RDS) located at [https://www.my.af.mil/afrims/afrims/afrims/rds/rds\\_series.cfm](https://www.my.af.mil/afrims/afrims/afrims/rds/rds_series.cfm). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using Air Force (AF) Form 847, Recommendation for Change of Publication; route AF Forms 847 from the field through the appropriate functional's chain of command. See **Attachment 1** for a Glossary of References and Supporting Information.

**1. Telecommuting.** Telecommuting is a management tool allowing Reserve commanders or program managers, or their written designees, to pre-authorize, in writing, personnel to work away from their official duty location in an official capacity for pay and/or points. Telecommuting is a complementary way of doing business, which moves work to the people instead of moving the people to the work. In general, it means working from an alternate work location away from the official duty location. The alternate work locations must have the necessary tools and environment to enable the telecommuter to accomplish assigned duties. All data, documents or products developed are the sole property of the United States Government and will be prepared for filing in accordance with command guidance if it is to be a permanent record.

- 1.1. Telecommuting is voluntary.
- 1.2. The approval authority should grant telecommuting only when it is in the best interest of the 911 Airlift Wing (911 AW). Telecommuting is a privilege and not a right for the telecommuter. Travel and per diem in connection with this type of duty are not authorized.
- 1.3. Telecommuting is authorized as a method to perform Annual Tour (AT), Active Duty for Operational Support (ADOS), and Inactive Duty Training (IDT). Readiness Management Periods (RMP) are additional IDT periods that can be completed via telecommuting.
- 1.4. ***No classified material will be used or created while telecommuting.***
- 1.5. The approval authority and the supervisor determine the amount of telecommuting work to be permitted.

*Under no circumstances should a telecommuter perform all of their duties by telecommuting. It is the intent that every Reservist participate in a military environment by performing duty in uniform at their official duty location.*

- 1.6. This instruction requires that participants use a pre-authorized work agreement for accountability. **Attachment 2** shows a sample work agreement.

## **2. Roles and Responsibilities.**

- 2.1. Commanders (or their written designee) are the approval authority for telecommuting and work agreements.
- 2.2. The immediate supervisor is responsible for:
  - 2.2.1. Recommending the telecommuting project to the approval authority.
  - 2.2.2. Preparing required documents and obtaining any necessary signatures (**Attachment 2**, 911 AW TELECOMMUTING WORK AGREEMENT).
  - 2.2.3. Ensuring that project details (e.g., scope of work, deliverables, time schedules, etc.) are mutually agreed upon before beginning work.
  - 2.2.4. Quality control of the telecommuter's completed product.
  - 2.2.5. Maintaining the original approved work agreement with a copy to the telecommuter.
- 2.3. The commander is responsible for approving the use of Government owned equipment and supplies for use by the telecommuter. The decision to use appropriated funds to pay for equipment, services or supplies for the purposes of telecommuting rests solely with the commander and cannot be delegated.

## **3. General Obligations.**

- 3.1. Telecommuters are subject to applicable military laws, regulations and instructions.
- 3.2. Telecommuters are responsible for providing telecommuting equipment requirements to the supervisor.
- 3.3. Telecommuters obtain the approving authority's concurrence before performing telecommuting duties that exceed the terms or hours listed in the work agreement.

3.4. The approval authority, supervisor or telecommuter may terminate participation in telecommuting at any time.

3.5. Telecommuters will not use telecommuting for upgrade training or Professional Military Education training purposes.

3.6. Telecommuters must provide adequate and timely access to their telecommuting location for troubleshooting, equipment installation, inventory, modification, etc., if needed and to ensure telecommunications guidelines are being followed.

**4. Required Documentation.** The approval authority will sign all required documents before the telecommuter starts the telecommuting project.

4.1. **Agreement.** ([Attachment 2](#)). The telecommuter, supervisor and approval authority must sign a work agreement

4.2. **Telecommuter Checklist.** ([Attachment 3](#))

4.3. **AF IMT 40A, Record of Individual Duty Training.** ([Attachment 4](#)) The telecommuter should submit pay documentation annotating telecommuting status in a timely manner. The approval authority indicates agreement by signing block III of the 40A.

4.4. **AF IMT 938, Request and Authorization for Active Duty Training/Active Duty Tour.** Application for Active Duty Training via telecommute.

4.5. Documentation must contain the following statement “Training to be accomplished by telecommuting.”

4.6. Upon project completion, the reservist verifies the project time and certifying authority indicates agreement by signing Block IV of the 40A or Block 45 of the AF IMT 938.

**5. Miscellaneous.**

5.1. Personnel will be entitled to the same protections and indemnification under the Federal Tort Claims Act as would be available if the services provided herein were provided at the unit during a Unit Training Assembly (UTA) or during scheduled active duty.

5.2. Wear of the uniform during performance of duty set forth in this instruction is not required.

5.3. Personnel falsely certifying documents under this instruction are subject to punishment and/or administrative action.

JEFFREY T. PENNINGTON, Colonel, USAFR  
Commander

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 36-26, *Total Force Development* 27 Sep 2011

AFI 36-2254, Volume 1 *Reserve Personnel Participation*, 26 May 2010

AFI 36-2254, Volume 3, *Reserve Personnel Telecommuting/Advanced Distributed Learning (ADL) Guidelines*, 18 Jun 2010

AFMAN 33-363, *Management of Records*, 1 MAR 2008

***Adopted Forms***

AF Form 847, Recommendation for Change of Publication, 22 Sep 2009

AF 40A, Record of Individual Inactive Duty Training, 1 Apr 2008

AF 938, Request and Authorization for Active Duty Training/Active Tour, 24 Jul 2008

***Abbreviations and Acronyms***

**AT**—Annual Tour

**ADL**—Advanced Distributed Learning

**ADOS**—Active Duty for Operational Support

**IDT**—Inactive Duty Training

**RMP**—Readiness Management Periods

**Attachment 2****911 AW TELECOMMUTING WORK AGREEMENT**

The following constitutes an agreement between:

\_\_\_\_\_ And \_\_\_\_\_ agree to

Supervisor/Approval Authority      Telecommuter

The terms and conditions of the telecommuting program. The supervisor and telecommuter agree:

Telecommuting schedule is: \_\_\_\_\_ Fixed \_\_\_\_\_ As needed.

**A2.1.** Telecommuter agrees to adhere to the applicable pamphlet, guidelines, policies, and procedures of the telecommuting program. Telecommuter recognizes that the telecommuting arrangement is not a right but a complementary tool the USAFR may use to accomplish work.

**A2.2.** The telecommuter will meet with the approval authority/supervisor to develop and/or amend performance agreements for work performed away from the official duty station. The telecommuter will complete all assigned work according to work procedures mutually agreed upon by the telecommuter and the approval authority/supervisor in the agreement.

**A2.3.** Participation in telecommuting does not change the telecommuter's official duty work location.

**A2.4.** Where applicable, the telecommuter agrees to document and submit to the supervisor/approval authority for endorsement, any changes in the work agreement.

**A2.5.** The telecommuter must ensure that a safe and healthy work environment exists. If required by the supervisor/approval authority, the telecommuter agrees to sign a self-certification checklist that proclaims the alternative work site is free of work related safety and health hazards.

**A2.6.** Any data, document or work product developed in telecommuter's telecommuting is the sole property of the United States Government.

**A2.7.** During telecommuting the supervisor/approval authority may check progress via telephone calls, electronic mail or other available means.

**A2.8.** The telecommuter agrees not to conduct personal business while in official duty status at the telecommuting workplace (e.g., caring for dependents, making home repairs, etc.).

**A2.9.** The telecommuter acknowledges that while telecommuting, he/she is subject to the applicable laws, regulations and instructions during the duty hours specified relative to the duty status.

**A2.10.** Equipment.

A2.10.1. The Government retains ownership and control of all hardware, software, and data associated with government-owned systems.

A2.10.2. Government equipment is FOR OFFICIAL USE ONLY (FOUO). Installation, repair, and maintenance are at the sole discretion and direction of the issuing organization.

A2.10.3. The telecommuter agrees to protect any government-owned equipment, to prevent the use by others, and to use the equipment only for official purposes.

A2.10.4. The telecommuter must have Designated Approval Authority (DAA) approval before installing any hardware or software on government systems.

A2.10.5. The telecommuter agrees to install, service and maintain any privately owned equipment at the telecommuter's sole risk and responsibility. NOTE: Regular telecommuters accessing full network resources must use government furnished equipment.

A2.10.6. The government does not incur any cost or liability resulting from the use, misuse, loss, theft or destruction of privately owned computer equipment or resources. NOTE: Regular telecommuters accessing full network resources must use government furnished equipment.

A2.10.7. The telecommuter must comply with the Department of Defense (DoD) and Air Force (AF) security procedures and ensure that security measures are in place to protect the equipment from damage, theft or access by unauthorized individuals.

A2.10.8. Access to sensitive documents, data, records, etc. on government equipment must be consistent with all DoD and AF directives and instructions. Privately owned equipment may not be used to access or view classified information. Users must remove any sensitive government information (e.g., Privacy Act, FOUO) from privately owned systems using an approved data removal method when the session is terminated.

A2.10.9. The telecommuter is responsible for providing security against loss due to malicious logic, physical or virus loss, theft, or damage. Anti-virus software is available for both government and privately owned computers.

A2.10.10. Telecommuters must provide adequate and timely access to their equipment for troubleshooting, installation, inventory, modification, etc., in the event an information handling incident is encountered and to ensure telecommuting guidelines are being followed.

A2.10.11. Telecommuters will only access network resources through approved gateway protocols and methods in accordance with 911 AW Remote Network Access Guidance. Remote access guidelines apply to both government and privately owned equipment. NOTE: Direct connections to the network by privately owned equipment are prohibited.

**A2.11.** If telecommuting is no longer required or appropriate, the telecommuter must immediately return government-owned hardware, software, data and cancel all telecommunication services that the government provided.

A2.11.1. Specific telecommuting project details:

A2.11.2. Scope of work (Description of project).

A2.11.3. Projected deliverables:

A2.11.4. Estimated amount of time to complete the project:

A2.11.5. Projected start and end dates:

A2.11.6. Type of duty:

A2.11.7. Number of estimated days/periods of duty (orders required for active duty):

A2.11.8. Individual's resource requirements:

A2.11.9. Progress report requirements:

A2.11.10. Additional remarks:

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Telecommuter Signature

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Date

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Supervisors Signature

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Date

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Approval Authority Signature

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Date

**Attachment 3****COMMANDER'S AUTHORIZATION FOR OFF BASE DUTY**

**A3.1.** You are hereby authorized and directed to perform duty under Title 10 of the United States Code at your home, civilian office and such other locations as may be reasonably convenient and most efficient in accomplishing tasks assigned to you from time to time. This authorization is given pursuant to this instruction, AFI 36-2254 (Vol 1), Reserve Personnel Participation and Training Procedures and AFI 36-2254 (Vol 3), Telecommuting Guidelines for Air Force Reservists and Their Supervisors; and in accepting this authorization, you agree and understand that you are subject to the rules and constraints of this instruction. The telecommuter will be performing duty off base pursuant to the 911AW Telecommuting Work Agreement and is subject to applicable United States Air Force Reserves (USAFR), Air Force and DoD instructions while telecommuting.

**Figure A3.1. Sample Letter.**

Memorandum for \_\_\_\_\_  
(Authorized Member) Date \_\_\_\_\_

FROM: \_\_\_\_\_  
(Commander)

SUBJECT: Authorization for Performance of Off Base Duty

**A3.2.** You will track and account for time devoted to such military duties in sufficient detail which shall be reported to me for approval under this instruction as set forth in this instruction.

**A3.3.** If you complete work as outlined in the agreement, I will approve your submission and authorize pay and points for the work accomplished consistent with this instruction.

**A3.4.** This authorization is revocable by me at any time with or without prior notice.

\_\_\_\_\_  
(Signature Block)



**Attachment 4**

**RECORD OF INDIVIDUAL INACTIVE DUTY TRAINING**

<b>RECORD OF INDIVIDUAL INACTIVE DUTY TRAINING</b> <i>(Use to report days within the same month)</i> PRIVACY ACT STATEMENT				
<b>AUTHORITY:</b> Title 10 U.S.C., Section 12732 and Executive Order 9397. <b>PRINCIPAL PURPOSES:</b> To record Reserve Member's inactive duty training (IDT) for payment, and/or points for years of service credit, and determining fulfillment of requirements for retention in Ready Reserve. <b>ROUTINE USES:</b> Information may be disclosed to individuals' employers to verify military duty. <b>DISCLOSURE IS VOLUNTARY:</b> Failure to provide the information, including the SSN, could result in the improper recording of training and retirement credits, thus adversely affecting retirement actions.				
<b>I. PERSONAL/PAY DATA</b> <i>(Type or print clearly in ink)</i>				
RANK	NAME (Last Name, First, MI)		HOME MAILING ADDRESS	<input type="checkbox"/> CHECK IF NEW
Colonel	Telecommuter		Denver CO 80280	
SSN	RPO (IMAs) UNIT (Unit Reservists)		E-MAIL	
123-45-6789				
PAY STATUS <i>(MUST use separate form for pay and non-pay. Non-pay IDTs - submission to ARPC/DPPKB applies to IMAs Only.)</i>			<input checked="" type="checkbox"/> PAY	<input type="checkbox"/> NON-PAY
INCENTIVE/SPECIALTY PAY			<input type="checkbox"/> Aviation Career Incentive Pay (ACIP)	<input type="checkbox"/> Hazardous Duty Incentive Pay (HDI/P) <i>(Provide authorizing documents)</i>
			<input type="checkbox"/> Training Period	<input type="checkbox"/> Other (Specify)
TYPE OF TRAINING			<input type="checkbox"/> Equivalent Training	<input checked="" type="checkbox"/> Telecommuting
			<input type="checkbox"/> Constructively Present	<input type="checkbox"/> Reschedule
<input type="checkbox"/> Other (Specify)			<input type="checkbox"/> Points Only	<input type="checkbox"/> Readiness Management
			<input type="checkbox"/> Unexcused	
			<input type="checkbox"/> Excused	
<b>II. TRAINING DATA</b> <i>(List each day of training separately)</i>			RETENTION/RETIREMENT (R/R) DATE	
DATE (YYYYMMDD)	DUTY HOURS WORKED <i>(Inclusive)</i>	HOURS WORKED	NUMBER OF POINTS	TRAINING LOCATION/REMARKS
				TRAINING TO BE ACCOMPLISHED BY
				TELECOMMUTING
				(NOTE: Estimate dates, hours numbers of points. Must coincide with Agreement.)
TOTAL NUMBER OF HOURS WORKED			TOTAL NUMBER OF POINTS	
<b>III. AUTHORIZATION FOR TRAINING, TELECOMMUTING, TRANSIENT QUARTERS AND SUBSISTENCE</b> <i>(Complete and return to reservist prior to the reservist reporting for scheduled training.)</i>				
See AFI 34-246, Air Force Lodging Program, and AFI 34-239, Food Service Management Program. The Authorizing Official is the commander of the assigned/ attached unit or a representative designated IN WRITING. Subsistence-in-kind is authorized for enlisted members in a pay status if training is 8 hours or more in any 1 day. If the duty is less than 8 hours or is non-pay status, or if the reservist is an officer, the reservist MUST pay the full food charge. The Authorizing Official is the commander of the assigned unit or a representative designated IN WRITING.				
LODGING AUTHORIZED	SUBSISTENCE AUTHORIZED	AUTHORIZING OFFICIAL'S SIGNATURE AND TITLE		DATE <i>(Must be same or prior to first date of training.)</i>
<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	SIGN PRIOR TO STARTING TELECOMMUTING		
<b>IV. CERTIFICATION</b> <i>(Certifying official is the military member or civilian who supervised the training and has knowledge it was performed.)</i>				
The penalty for willfully making false claims is: A maximum fine of \$10,000 or maximum imprisonment of 5 years <i>(Title 18 U.S.C., Section 2871)</i> . By signing and dating this form, the Reservist and Certifying Official <i>(training supervisor who has knowledge training was performed)</i> verify satisfactory completion of all training period(s) listed in Section II. The dates must be on or after the last date of training.				
RESERVIST'S NAME & PHONE NO. <i>(Type or Print legibly in Ink)</i>		RESERVIST'S SIGNATURE <i>(In Ink)</i>		DATE
SIGN AFTER COMPLETION OF TELECOMMUTING				
CERTIFYING OFFICIAL'S NAME/GRADE/PHONE <i>(Type or Print legibly in Ink)</i>		OFFICIAL'S SIGNATURE <i>(In Ink)</i>		DATE
SIGN AFTER COMPLETION OF TELECOMMUTING				
<b>V. DISTRIBUTION</b>				
The Certifying Official will send copy 1 to member's Reserve Pay Office (RPO) for Paid IDTs, HQ ARPC/DPPKB <i>(IMAs and IRRs only)</i> 6760 E Irvington Pl, Denver CO 80280, for Non-Paid IDTs not later than 2 days for unit members and 30 days for IMAs and IRRs after the member completes the training. One copy each to supervisor, member, and lodging. For Unit Assigned Reservist UTAPS electronic generated AF IMT 40A will be used to the maximum extent possible.				
When manual AF IMT 40A is used, duty information must be entered into UTAPS before actual performance of the duty.				
<b>AF FORM 40A, 20080401</b> <span style="float: right;">PREVIOUS EDITIONS ARE OBSOLETE</span>				